



*The Office of Boards & Commissions Presents*

# ***Basics of Parliamentary Procedures***

**Date: Friday, September 1, 2017**  
**Time: 9:30 a.m. – 11:30 a.m.**  
**Place: Līhu‘e Civic Center  
Pi‘ikoi Room A & B**

**The instructor for this training session will be**  
**Deputy County Attorney**  
**Nicholas Courson**

Highly Recommended for All New Board and Commission  
Members as well as other members who want a refresher course

**Registration & Information**

To register for this *free* training session  
please call or email Lani Agoot  
[lagoot@kauai.gov](mailto:lagoot@kauai.gov)  
(808) 241-4917

**Deadline to Register**

Monday, August 28, 2017 - Maximum of 35 Attendees

**SPECIAL ASSISTANCE**

*If you need an alternate format or an auxiliary aid to participate, please contact the Boards and  
Commissions Office at (808) 241-4917 at least five (5) working days prior to the training.  
Office Hours: Monday – Friday, 7:45 a.m. – 4:30 p.m.*